

Maryland Coastal Communities Initiative

Request for Partners

Proposals Due July 10, 2006

Overview

Maryland has a wide variety of communities located within its coastal zone. Some communities are facing pressure from growth and development, while looking to maintain their coastal and rural characteristics. Others are looking to new economic growth opportunities as the local landscape and culture change. The Maryland Coastal Communities Initiative is an opportunity for counties and municipalities to work with the Department of Natural Resources and its partners to plan for growth and economic development while taking into account the natural, coastal, and socio-cultural characteristics of the area.

The Coastal Communities Initiative will provide financial and technical assistance to local governments to promote the incorporation of natural resource and/or coastal management (e.g. coastal hazards, public access, water-use activities) issues into local planning and permitting activities. Potential ideas include, but are not limited to:

- Modifying ordinances, codes, plans, and programs to support the goals of local watershed plans, Priority Places designation, the Tributary Strategies, as well as other existing natural resource management plans.
- Updating existing regulations to allow for low impact development.
- Developing and implementing new funding mechanisms to preserve and restore natural or cultural resources.
- Developing and implementing a shoreline management plan and review and permitting process to strategically look at where non-structural methods can be used.
- Streamlining project review processes and building local government capacity to better assess the impacts of various shoreline management options, or improving coordination and sequencing of permitting between agencies.
- Revising Critical Area Programs to meet current needs.
- Developing protection mechanisms to preserve agricultural and forestland resources using zoning mechanisms including TDRs, minimum lot sizes, etc.
- Developing and institutionalizing a standard permit review system that comprehensively considers a consistent suite of natural resource and coastal issues.
- Developing and implementing an urban forest canopy plan.
- Developing and adopting a public riparian access plan.

DNR and its partners, including the other state resource agencies, Maryland Sea Grant and the newly established Chesapeake Bay Network for Education of Municipal Officials (CB NEMO) program, are looking forward to working with the selected coastal communities.

Additional information and answers to key questions are provided on the following pages.

Frequently Asked Questions

Who is eligible to apply for funds?

Municipalities and counties in the coastal zone are eligible to apply for and receive funds. Maryland's coastal zone includes the following counties and the municipalities located within: Worcester, Somerset, Wicomico, Dorchester, Talbot, Caroline, Queen Anne's, Kent, Cecil, Harford, Baltimore, Baltimore City, Anne Arundel, Prince George's, Calvert, Charles, and St. Mary's.

To be eligible, communities must be in good standing with all DNR program requirements.

State agencies, individuals, non-profit organizations, private for-profit firms, and citizen groups are not eligible for these funds. However, interested parties may enter into a working arrangement with an eligible applicant.

What is a "coastal community"?

For the purposes of this RFP, DNR is interested in working with communities, towns and/or counties that have the following "coastal community" attributes:

- Facing a development-related challenge, whether it involves responding to growth pressures, attracting more development, sustaining ecosystem-based economies, or planning for the future, and must have identified opportunities for changing the way it handles growth.
- Looking to maintain their community heritage (e.g., rural landscapes) and its traditional socio-cultural characteristics.
- Looking to balance growth, development, and economic issues with local natural resources and resource-based economies (e.g. forestry, farming and fishing)
- Considering coastal issues, such as public access, waterfront development, shore erosion and aquatic resource-based economies.
- Working to improve water quality and enhance wildlife habitat by managing natural and coastal resources.
- Having elected officials (e.g. mayors, county commissioners, city council members) that support the project and will be committed to its success.
- Interested in building the local capacity to better assess and balance development impacts with natural resource protection, infrastructure costs, etc.

What is the goal of the Coastal Communities Initiative?

This Initiative is seeking:

(A) Measurable improvements to local institutional, legal and policy mechanisms that will balance growth, development and economic changes with natural resources protection and coastal management concerns. Examples include:

- Establishing new coastal development ordinances and permits;

- Improving procedures for the consideration of cumulative and secondary effects of development in existing project/permit decisions and infrastructure and land acquisition programs;
- Enhancing local land use plans and ordinances; and
- Developing infrastructure funding policies and mechanisms.

(B) Measurable improvements in the knowledge of local land use decision makers, elected officials, developers, engineers, etc. about the links between land use and natural resources protection. This would be accomplished by:

- Engaging the elected officials (e.g. mayors, county commissioners, city council members) so that they support the project and are committed to its success. Includes the adoption by local officials of the institutional, legal and policy mechanisms developed through the project.
- Creating opportunities to disperse information, as well as developing training programs and workshops.
- Strong participation from local stakeholders, including businesses, citizens, and non-profit organizations, in the project.

What is provided through the cooperative agreement?

These funds will be administered as cooperative agreements. Under this special form of agreement, DNR and its partners contribute technical assistance in addition to providing grant recipients with funds.

Financial Assistance: The Coastal Program plans to allocate approximately \$350,000 (federal Coastal Zone Management funds) to several (5 to 7) projects. The use of the funds is at the discretion of the applicant, but could include consultant costs, funding for current staff, support for new staff, etc. Additional information on funding requirements is provided in the Project Requirements and Budget Guidelines section.

Technical Assistance: DNR's Watershed Services Unit and its partners will provide technical assistance to the local government to accomplish the project objectives. Examples of the assistance that are available through DNR, the other state resource agencies, Maryland Sea Grant and the Chesapeake Bay Network for Education of Municipal Officials (CB NEMO), include:

- Community visioning;
- Facilitating local stakeholder processes;
- Local site planning roundtables;
- GIS mapping assistance to identify and assess environmental resources;
- Technical assistance in developing local financing options;
- Review of local codes and ordinances;
- Peer-to-Peer local government mentoring; and
- Build-out analysis (i.e., using capacity analysis conducted by MDP) that looks at the potential effects of future growth.

DNR and its partners will work with each selected community to develop a detailed statement of work that maximizes the technical assistance available to the community.

What activities are not eligible for funding?

Funding under this process may NOT be used for: routine program implementation, regulatory compliance or mitigation, land acquisition, on-the-ground restoration or construction.

What is the project duration?

This Coastal Communities Initiative is designed to provide funding for a 12-month period. Grant funds should be available in September 2006 and should be expended by August 30, 2007.

Technical assistance provided by DNR and its partners to the project sponsor may extend beyond the 12-month funding period.

What is the matching grant requirement?

At this time there is no required match required for this grant program, however match will be considered as an indication of local support.

When will the project selection take place?

July 10, 2006:	<u>Deadline for receipt of proposals 5:00 p.m. EST</u>
July 2006:	Evaluation of proposals by review committee and meetings with municipalities and counties.
September 2006:	Approximate date for grant award.

How will the projects be selected?

Each project proposal will receive an initial screening by DNR Coastal Program to ensure the application meets basic eligibility criteria. Eligible proposals will be forwarded to a review committee organized by DNR. The review committee will evaluate the applications based on general project content, incorporation of natural resource and coastal issues, upcoming development issues, local capacity, level of local support, and opportunities to benefit from DNR/partner technical assistance.

The review committee may choose to meet with applicants to discuss the projects. Coastal Program staff will work with the selected candidates to complete the final Scope of Work for the project for submittal to the National Oceanic and Atmospheric Administration (NOAA). NOAA has final approval authority for the projects. If selected for funding, the project sponsor will be expected to comply with the guidelines explained in Attachment A.

Application Procedures

DNR-Coastal Program must receive an electronic version and paper copies of proposals on or **before close of business July 10, 2006.**

In each package, please include four double-sided paper copies of the proposal, and one electronic copy on a floppy disk, compact disk (CD-ROM), or by email. Please provide **ALL** requested information with your submission to ensure project consideration. Questions regarding the application process, contact Gwynne Schultz at 410-260- 8735 or Sandi Olek at 410-260-8979.

Application packages should be submitted to:

Gwynne Schultz
Coastal Zone Management Division
Maryland Department of Natural Resources
Tawes State Office Building, E-2
Annapolis, MD 21401

Proposal Guidelines

Each proposal should include a:

1. Cover sheet (1 page),
2. Project description (3 pages maximum), and
3. Budget (1 page).

1. COVER SHEET

Project Title:

Name of Grant: Coastal Communities Initiative

Proposed Budget:

Federal amount \$
<u>Match amount \$</u>
Total amount \$

Project Funding Period:

Project Area: County/Municipality

Sponsoring Agency: Mailing Address

Contact Person: Name, Mailing Address, Phone, Fax, email

Date Submitted:

2. PROJECT DESCRIPTION (Please use this format and limit it to three pages)

General Description Of Project Area and Challenges That Need To Be Addressed:

Examples of information to include are:

- Community characteristics
- What kind of development pressures are you facing?
- Major initiatives underway or planned

Project Goal:

Describe the condition you wish to change; a single statement summarizing the overall purpose of the project.

Project Description:

Describe the overall project. What would you like to accomplish with this funding? How will you include community members in this process? How will you address the goals of this Coastal Community Initiative (see page 2)?

Technical Assistance: The proposal should articulate a clear role for DNR and its partners. Please specify the type of assistance (e.g. policy analysis, GIS analysis, public participation, financing, etc.) being requested and how it will be applied.

Products/Outcomes: Products and Outcomes are the direct result of the work being conducted by you and/or your subcontractors. The Product/Outcome Description contains a concise narrative description of the work being undertaken. Each Product/Outcome should include the following information:

Title: Provide a short, descriptive title of the proposed activity. Example: “Outreach to Town Council.”

Description	Timeline	Responsible Entity	Deliverable
Identifies how the grantee will complete the project in quantifiable terms and/or how the grantee will measure success.	Period of time (# of months) in which each activity will take place.	Group or individual responsible for the activity.	Specific work products that will be provided to the grant manager. Appropriate items include quarterly reports, final reports, brochures, etc.

3. BUDGET (limit one page, see Attachment A for additional details)

Attachment A: Project Requirements and Budget Guidelines

All applicants are expected to comply with these guidelines and the applicable federal award conditions. If an applicant cannot comply with these provisions, the applicant should provide a written justification why an exception is warranted.

Reporting Requirements

Quarterly Status Reports (QSRs) document progress toward achievement of the milestones. They contain information about 1) activities scheduled for the quarter, 2) activities conducted during the quarter, and 3) an explanation of any discrepancies between the two, if necessary.

The **Final Report** is a lengthier, more substantial report. It contains a summary of activities conducted over the entire contract period and, more importantly, reports conclusions. Whereas the QSRs document what happened, the final report documents the significance of the activities conducted during the grant period. The final report should contain enough detail so that a person who is not familiar with the project can read it and understand the project's 1) goals, 2) methods, 3) achievements, and 4) significance. With the final report, project managers must submit a one-page abstract suitable for distribution in newsletters, on-line, etc.

Invoice Guidelines

Funds provided are reimbursable. Specifically, funds are expended by the contracted local government and then reimbursed by DNR. Advance payments are not provided through this grant. Invoices with appropriate back-up documentation must be submitted for reimbursement on a quarterly basis with a Quarterly Status Report and work products as described in the project Scope of Work.

Other Requirements

Incurring Costs – The Coastal Program is not liable for any cost incurred by the grant recipient or any subcontractor prior to the grantee receiving a fully executed contract (i.e., signed by both parties)

The recipient shall require that all subcontractors comply with all NOAA and DNR award conditions and documentation requirements.

Ban on Lobbying Activities – The recipient agrees that it will **not** use project funds, including the Federal and non-Federal share to engage in lobbying the Federal Government or in litigation against the United States.

The Recipient agrees that project funds may not be used to pay for the travel of Federal employees or for other costs associated with Federal participation in a project unless the Federal

agency is performing special technical assistance to the recipient as allowed under the provisions of the Intergovernmental Cooperation Act.

Budget Guidelines

Projects involving multiple agencies/components should develop a budget for each agency as well as a total budget summary. In general, Federal coastal zone management funds may not be used to fund federal agency activities.

Indirect costs are an allowable match item for the CZMP Grant. However, indirect costs shall not be included as a direct cost item to federal funds. Please use the following budget categories for budget preparation:

Salary and Fringe. List position titles; % time to be funded; duration (# of months); local classification; grade, step and hourly rate; total salary requested; amount of fringe requested; and types of benefits.

Contractual Services. Identify each proposed contract and specify its purpose, nature and estimated cost. This heading includes, but is not limited to, printing, copies and photographic services. Please provide a detailed description for contractual services. If a subcontractor is needed, please identify the proposed vendor (if known) and include a short description of their activity.

Equipment. Identify each item of equipment to be purchased which has an estimated acquisition cost of **\$500 or greater** either as an individual piece, or as a group of pieces intended to be used together and which has a probable useful life of more than one year beyond the date of acquisition. Indicate the cost for each specific grouping of pieces. The equipment listed should be a necessary tool for the completion of the proposed project. Describe the purpose(s) and need for equipment identified.

Supplies. “Supplies” means all tangible property other than “equipment.” The budget detail should be specific in identifying categories of supplies to be procured (e.g. laboratory or office supplies) up to \$1,500 per category. Each of these categories should show a subtotal amount. Specifically list all software to be purchased. Additional descriptive information should be included as a footnote. If needed supplies exceed \$1,500 per category, please provide specific details regarding your intended purchases (i.e. 20 widgets @ \$100 ea.)

Communication. Specify items (including fax, telephone charges, federal express [# fed ex @ \$ ea] and total.

Match. List the total dollar value of match. Identify whether it is cash or in-kind services. Please characterize, using the same format outlined above (e.g., salaries, supplies, etc.).

Example of Budget Requests

Grant Year and Name: Coastal Communities Initiative
Project Title: Transfer of Development Ordinance
Agency/Organization: Page County Department of the Planning
Project Period: September 1, 2006 – August 31, 2007

Category	Federal	Non-Federal	Total
Personnel	\$ 0	\$10,000 ¹	\$10,000
Fringe	0	3,500	3,500
Equipment	0	0	0
Travel	0	0	0
Supplies	0	0	0
Contractual Services	38,000 ²	26,500	64,500
Other	2,000 ³	0	2,000
Total	\$ 40,000	\$40,000	\$ 80,000

¹Position Title: Division Chief, GM Grade 9, step 7 17.85% for 12 months
 Salary Amount: \$56,008 Fringe: 35% Fringe Amount: \$ 3,500

Fringe benefits include FICA, health insurance, retirement option, workman's comp, and unemployment

²Contractual Services includes: Project Consultant \$38,000.

³Other includes project website design (\$1,500), education fact sheets (\$500)